

TRIPURA GAZETTE



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PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA HEALTH & FAMILY WELFARE DEPARTMENT

No.F.2(35-Estt)-MS/96(Sub-1)

Dated, Agartala, the 12th January, 2023.

NOTIFICATION

In exercise of the powers conferred by proviso to Article- 309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post of **Office Superintendent, Group-B (Non-Gazetted)** category posts (Non-technical) in the Health & Family Welfare Department. Namely:

1. **Short title commencement :-**

- (1) These rules may be called Recruitment Rules, 2022 for the post of Office Superintendent (OS) under the Health & Family Welfare Department, Government of Tripura.
- (2) They shall come into force on from the date of their publication in the official Gazette.

2. The name of the post shall be as specified in Column-1 of the Schedule enclosed at Annexure-1.

3. **Number, Classification and scale of pay :-**

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Rows 2 to 4 of the Schedule included.

4. **Method of recruitment, age limit, qualifications etc.**

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Rows 5 to 13 of the Schedule.

5. **Disqualification :-** No person

- (a) who has entered into or contracted a marriage with a person having spouse living; or
- (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:** - Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and in consultation with the T.P.S.C. and with concurrence of the GA (P & T) Department, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Repeal:** - The Recruitment Rules for the post of Office Superintendent (OS) that existing in this department under the Government of Tripura hereby stand repealed with immediate effect and are replaced by this Recruitment Rules according to the Schedule at **Annexure-I** enclosed herewith.
8. **Savings:** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O. No. 03 vide File No. 20(4)-GA (P&T)/19(Part-II), dated 13 August, 2020 & File No. 20(1)-GA(P & T) /18, dated 17th February, 2021 issued by the Government in the GA (P & T) Department.

By order and in the name of the Governor,



Deputy Secretary to the
Government of Tripura
Health and Family Welfare Department.

Annexure-I

(1) Recruitment Rules (RRs) for the post of **Office Superintendent (OS) Grade** under the Health & Family Welfare Department, Government of Tripura.

SCHEDULE

1.	Name of the Post	:	Office Superintendent (OS)																				
2.	Number of Posts	:	56 (fifty six) plus additional post (s) as and when created by the Government.																				
3.	Classification	:	Group-B (Non-Gazetted)																				
4.	Scale of Pay	:	<table border="1"><tr><td>Pre-revised Scale of pay</td><td>Corresponding revised Scale of pay</td></tr><tr><td>PB-3, Pay Band Scale Rs.10230-34800/-, Grade Pay Rs. 4,600/-</td><td>Cell-1 of Level-12 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules,2018]</td></tr></table> <p>Subject to revision by the Government from time to time.</p>	Pre-revised Scale of pay	Corresponding revised Scale of pay	PB-3, Pay Band Scale Rs.10230-34800/-, Grade Pay Rs. 4,600/-	Cell-1 of Level-12 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules,2018]																
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5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various method	:	<p>i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment.</p> <p>ii)(a) For direct recruitment selection will be through competitive examinations (Written and Viva voce) to be conducted by the TPSC as per provision of the New Recruitment Policy vide No. F.20(1)-GA (P&T) / 18, dated 05/06/2018.</p> <p>(b) Viva voce / Interview shall be not exceeding 15% of the Total Marks.</p> <p>(c) Selection procedure</p> <table border="1"><tr><th>Sl. No.</th><th>Written exam</th><th>Marks</th><th>Duration</th></tr><tr><td>1.</td><td>English</td><td>100</td><td>2(two) hours</td></tr><tr><td>2.</td><td>General Knowledge & Current Affairs</td><td>60</td><td>one & half hours (i.e. 90 minutes)</td></tr><tr><td>3.</td><td>Job-oriented subject Accounts etc.</td><td>40</td><td>02 (two) hours.</td></tr><tr><td>4.</td><td>Viva/ Interview</td><td>20</td><td>As per TPSC norms</td></tr></table> <p>(d) Syllabus – Enclosed at Annexure – A (and as revised by the Government from time to time)</p>	Sl. No.	Written exam	Marks	Duration	1.	English	100	2(two) hours	2.	General Knowledge & Current Affairs	60	one & half hours (i.e. 90 minutes)	3.	Job-oriented subject Accounts etc.	40	02 (two) hours.	4.	Viva/ Interview	20	As per TPSC norms
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3.	Job-oriented subject Accounts etc.	40	02 (two) hours.																				
4.	Viva/ Interview	20	As per TPSC norms																				
6.	Age limit for direct recruitment	:	Upto 40 years, Upper age limit is relaxable by 05 years in case of ST / SC / PwDs (PH) / Government servant candidates.																				

7.	Educational and other qualification required for direct recruitment	: i) Graduate Degree from any recognized University with at least 15 (fifteen) years service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government (Experience Certificate from concerned Department shall be required to be produced) ii) Desirable Qualification; Having Knowledge of Bengali or Kakborok.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Age :- No Qualification :- No
9.	Whether Selection post or Non-Selection post	For Direct Recruitment :- Selection [As per Item No. 5(ii) above] For Promotion :- Non-Selection
10.	Period of probation, if any	02 (two) years
11.	In case of recruitment by promotion / transfer on deputation, grade from which promotion / transfer on deputation is to be made.	(i) Promotion from the Head Clerk / Accountant grade who have completed at least 05 (five) years services in the grade and passed Accounts Training conducted by the State Government. (ii) Transfer on deputation from analogous post failing which by deputation from suitable official holding the post of Head Clerk grade post under the State Government with 05 (five) years regular service in the respective grade with Accounts Training passed. Note :- Departmental candidates having completed 05 (five) years of regular services or more in the grade of Head Clerk grade post and have attained the age of 55 (fifty five) years may be exempted from the passing Accounts Training.
12.	If a D.P.C exists, what is its composition	Group-B (Non-Gazetted), D.P.C.
13.	Circumstances in which TPSC is to be consulted while making recruitment	As required under the Tripura Public Service Commission (exemption from consultation) Regulations, 1973.
14.	Repeal	Existing Recruitment Rules-Similar RRs common to all departments for the post of Office Superintendent Grade based on Notification No.F.20(1)-GA(P & T)/2004 dated 30 th September, 2004, all earlier subsequent amendments in this regard are hereby repealed.

12/1/23

Deputy Secretary to the
Government of Tripura
Health and Family Welfare Department.

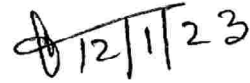
-: SYLLABUS OF WRITTEN EXAMINATIONS:-

(For Direct recruitment to the **Office Superintendent** Grade Posts through TPSC)

THE WRITTEN EXAMINATION WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary / Précis Writing (Descriptive Type / Conventional Exam)	40	02 (two) hours
	Use of appropriate preposition and articles, Correction of sentence, Common Phrases Synonyms & Antonyms.	60	
	(OMR based MCQ Type).		
General knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History and Indian Geography. (OMR based MCQ Type).	60	1.5 (one & half hour i.e. 90 minutes).
Job Oriented	Descriptive and objective questions. Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament).	40	02 (two) hours.

Note: - Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.

 12/1/23

Deputy Secretary to the
Government of Tripura
Health and Family Welfare Department.